



**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
FORT DRUM, NEW YORK 13602-5000**

IMNE-DRM-EEO

OCT 20 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #29, Reasonable Accommodation for Individuals with Disabilities

1. The Rehabilitation Act of 1973 requires federal agencies to provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. In general, an accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. There are three categories of reasonable accommodations:

a. Modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille);

b. Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters); and

c. Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (such as removing physical barriers in an office cafeteria).

2. I am committed to supporting the Army goals of recruiting, hiring and retaining highly qualified employees with diverse abilities. I urge all directors, managers and supervisors of civilians to understand and comply with Fort Drum Garrison Pam 690-6, Reasonable Accommodation for Persons with Disabilities. This Pam provides specific guidance on how to address reasonable accommodation.

3. The point of contact is the Disability Program Manager at 772-4090.

DAVID J. CLARK
Colonel, Military Police
Garrison Commander

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